

PREPARING FOR MULTIPLE FINALS

OVERVIEW OF REMAINING TASKS

Overview

Overview all materials for each course. Evaluate and **list priorities** among remaining study tasks and estimate time needed for each. How do the notes, text, and supplementary readings relate? How much weight will be given to each on the exam? How will you apportion time among unfinished reading, reviewing reading and notes, identifying major themes and issues, etc.?

Schedule

Then, sketch a rough calendar of the weeks, days, and hours remaining before each exam and **plot a chart** of the hours actually available for study. Objectively and realistically apportion your remaining tasks into these hours, taking into consideration these tips for scheduling:

- Break large tasks into more workable sub-goals and apportion specific time for each
- Allow longer study periods for grasping total relationships and concepts; use shorter time intervals for review, self-testing, reinforcement; routinely use spare time (waiting for bus, walking to library) for periodic recall and review.
- Do difficult tasks first--then reward yourself with easier ones.
- Take brief breaks—don't study all the time. Daily physical exercise is especially important
- Vary tasks and topics during lengthy study periods. Rework notes, then read; alternate history with math, etc.
- Find a special place to study and use it only for that. Make it become a stimulus just to study; if you're daydreaming and not studying, then walk away for a few minutes
- Stick as much as possible to your own regular study and work hours. Adhere to your own biological clock of peak study times rather than adopting someone else's bizarre schedule.

Prioritize

In essence, **avoid the escape syndrome** of fretting and talking more about studying than actually studying. Simply make a realistic appraisal of priorities re: what must be done, how much time there is to do it, and when it will be done). Then do it

DEAL EFFICIENTLY WITH UNREAD MATERIAL

Compile

Only after you have gathered all material for the course and plotted the overall organization should you dig into the unfinished reading. You'll have a better perspective from which to approach it.

Preview

Preview the material. Divide it into realistic parts and sub-goals. Set time limits for each part.

Read

Read—holding yourself to the time you've set even if you must skim key sentences only. It's better to get only a little information than none. Pace yourself by moving a card or pencil down the page as you read

Recall

Recall the material by immediately self-testing at the end of each page or part. This enhances retention even without a later review.